



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-P/O(715)

14 OCT 1993

MEMORANDUM FOR COMMANDER, ALL MAJOR SUBORDINATE COMMANDS,  
DISTRICT COMMANDS, LABORATORIES AND FIELD  
OPERATING ACTIVITIES, ATTN: CHIEF, CONTRACTING  
DIVISION

SUBJECT: PARC Instruction Letter 93-5, Selecting, Training,  
Qualifying, and Appointing Contracting Officer's Representatives  
- REVISED

1. References:

- a. DFARS 201.602-<sup>2</sup><sub>602-2-90</sub>
- b. AFARS 1.603, ~~42-90~~
- c. DOD Directive 5000.52, Defense Acquisition Education,  
Training, and Career Development
- d. AR 11-2 (Internal Controls Program)

2. The purpose of this Instruction Letter is to provide guidance to Corps activities in the development of local policy and procedures for the training, selection, appointment and duties of CORs.

3. We have reviewed the guidance promulgated by all those contracting divisions having such guidance and have enclosed copies of the following to be viewed as samples in tailoring guidance for your own use as appropriate:

- a. Huntsville Division's ER 715-1-13, Duties and Responsibilities, Contracting Officer Representative (COR) and Policy Memorandum 89-9, Separation of Duties.

- b. Huntington District's Pamphlet for Contracting Officer's Representatives.

- c. A matrix showing a breakdown of COR responsibilities and those retained by the Contracting Officer.

- d. Lists of "Do's" and "Don'ts" from Pittsburgh District.

- e. Vicksburg District Regulation No. 1180-31-1, Mandatory Training For Contracting Officer Representative.

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f. The following sample documents from Transatlantic Division:

- (1) COR qualification statement
- (2) COR Designation Request
- (3) COR Designation Letter

4. All Contracting Offices shall develop guidance for the training, selection, appointment and duties of CORs and/or COTRs tailored to the specific contract administration needs of the district, lab or FOA. The guidance shall be in keeping with the references in paragraph 1 above and shall include the following:

a. Training requirements -

- (1) COR course shall be completed prior to nomination.

When deemed necessary, a one-time waiver may be granted by the Chief, Contracting Division, or one level above the contracting officer, for a period not to exceed 180 days. Request for such a waiver shall include documentation justifying the waiver.

(2) Highly Recommended - Management of Defense Acquisition Contracts, MDACC Basic, (available by correspondence)  
or  
Contract Administration

- (3) Desirable - Contract Law

Selection criteria should include experience and training commensurate with the complexity and dollar value of the acquisition.

b. Instruction on separation of COR/COTR duties.

c. Requirement for semi-annual Contracting Officer review of COR/COTR files and activities.

5. The guidance shall be developed and disseminated by 1 February 1994. Offices with guidance already in use should review the guidance to see if revisions are necessary to include the requirements above.

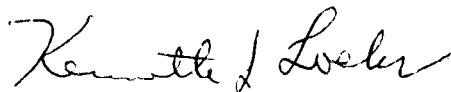
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6. POC is Patricia Painton (CPCM), CEPR-P, (202) 272-0961.

FOR THE COMMANDER:

Encls

  
KENNETH J. LOEHR  
Principal Assistant  
Responsible for Contracting